CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92
Department: CDE
Reporting Period: *From:*   *To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92
Department: CDE
Reporting Period: *From:*   *To:*

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CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92
Department: CDE
Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	Due to Fall 2 design adjustment needed to implement Fall 2 in the spring, the contractor could not meet the agreed upon revised UAT start date. Therefore, insufficient time remains to implement Fall 2 in the spring. Fall 2 schedule will be moved to Fall 2010. Requested contractor focus effort to quickly resolve defects and performance issues with Fall 1 while moving forward with Spring 1 certification reports.	Delay Fall 2 implementation to Fall 2010. Focus on Fall 1 remediation and implement Spring 1 certification reports as planned. Fall 2 delay impacts project end date.	Contractor will revise the project work plan to reflect schedule changes and focus all the contractor team on Fall 1 resolutions. CDE and to assess contract end date impact.
3. Was work done that was not planned?	Yes	System performance issues continue to impact user's experience and LEAs request for assistance with data reconciliation impacts support resources far more than budgeted.	LEAs experience intermittent periods of slow response time. LEAs are spending a significant amount of effort attempting to reconcile converted SRRTS data due to data being out of synch with local SIS data.	Additional technical resources continued to resolve the performance issues. CDE and CSIS are conducting focused working sessions with vendors and LEAs to provide additional direction and assistance to help LEAs complete the data reconciliation effort. CDE is recommending to some LEAs to drop historical enrollment data in CALPADS to and focus on current and last academic year's data only.
4. Were there any changes to scope?	No			

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92
Department: CDE
Reporting Period: *From:* 12/1/09   *To:* 12/31/09

Project Manager to Sponsor

5. Were tasks added that were not originally estimated?	Yes	System performance issues continue to impact user's experience and LEAs request for assistance with data reconciliation impacts support resources far more than budgeted.	LEAs experience intermittent periods of slow response time. LEAs are spending a significant amount of effort attempting to reconcile converted SRRTS data due to data being out of synch with local SIS data.	Additional technical resources continued to resolve the performance issues. CDE and CSIS are conducting focused working sessions with vendors and LEAs to provide additional direction and assistance to help LEAs complete the data reconciliation effort. CDE is recommending to some LEAs to drop historical enrollment data in CALPADS to and focus on current and last academic year's data only.
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	Yes	In addition to LEAs struggling to complete data reconciliation processes and adjusting to the new enrollment submission business rules, certain system design decisions and business rules are impacting the LEAs ability to complete their data submissions.	The new CALPADS data submission business rules, local SIS vendor software changes, and data reconciliation process are impacting LEAs ability to complete the certification process	Department has been reviewing potential changes to CALPADS business rules to enable LEAs to submit data and not compromise data quality. CDE continues to work with SIS vendors to support the data reconciliation activities.

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Project Manager to Sponsor

| 9. Are there any staffing problems? | Yes | Service Desk ticket requests continue to flow in at a high rate contributing to the backlog of open service desk tickets. Most ticket requests are associated with data reconciliation, enrollment data submission, and reports and extracts. | Service Desk ticket backlog continues to exist and with the additional staff to assist with information intake, the backlog has not been significantly reduced. | CDE continues to work IBM and CSIS to develop a resource approach and structure to help reduce the Service Desk ticket backlog and remove older closed ticket request. |

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92
Department: CDE
Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Project Manager to Sponsor

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Due to Fall 1 issues and Fall 2 delay, the CDE has directed the contractor to focus their effort on Fall 1 issues and Fall 2 will be delayed until Fall 2010.	Work plan revisions are being applied. Impact to overall project schedule is being evaluated.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Fall 2 implementation will be moved to Fall 2010. Project schedule must be evaluated to determine impact on contract amendment in progress for EOY year extension.	Project management, vendor management, and department management are focused on Fall 1 stabilization, revising the project work plan, and determining contract impact. CDE is preparing to implement contingency plan for 2009-10 Fall 2 data collection.
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Addressed in #2	

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Project Manager to Sponsor

Reporting Period: *From:* 12/1/09 *To:* 12/31/09

8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Project Manager to Sponsor

Current Status and Accomplishments:
*Describe deliverables completed and milestones met during **this reporting period.***
Approximately 32 LEAs have certified. Approximately 100 LEAs data show zero certification errors indicating these districts are close to certifying. Continued to conduct twice weekly Question and Answer (Q&A) sessions with LEAs to address their service desk questions Conducted joint focused Q&A sessions on data reconciliation questions with two SIS vendors to address their clients data reconciliation questions CDE assigned several staff to assist with Service Desk intake activities

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Start-up	6/12/08		Completed	Actual project start delayed 15 days and deliverable final approvals required additional time to obtain. No impact to implementation date.	11/7/08
Systems Analysis and Confirmation (Gap Analysis)	3/6/08		Completed	Stakeholder review and confirmation required additional time. No impact to implementation date.	8/29/08

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Project Manager to Sponsor

Systems Design	7/1/08	11/30/09	In progress	Stage 1 and Stage 2 functional design are complete except for one functional area. Due to prior discussions and decision to implement a two phased approach for the Test Assessment interface, the Phase I approach will be designed and implemented until funding becomes available to implement the Phase II assessment vendor interface. No impact to implementation date.	
Data Conversion Software Development	10/24/08	9/30/09	Fall 1 data conversion complete.	Schedule aligns with Fall 1 implementation. Latest adjustment requires data conversion to occur by October 2, 2009	
Systems Development	7/1/08	4/15/10	In progress	Development schedule will align with Implementation stages 1 and 2. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Project Manager to Sponsor

Systems and Integration Testing	4/8/09	5/1/10	In progress	SIT precedes UAT for each functional implementation stage, Fall 1, Fall 2, Spring 1, and EOY. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	
User Acceptance Testing (UAT)	7/31/09	6/1/10	In progress	UAT precedes each functional implementation stage, Fall 1, Fall 2, Spring 1, and EOY. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	
Pilot and implementation	6/15/10	6/15/10	In progress	System functional components will be delivered throughout Stage 1 and Stage 2 implementation phases. During design, the CDE established the End of Year data submission schedule which extends past the current contract end date. A contract amendment will be developed to reflect a revised contract end date to support the completion and implementation of the Stage 2 End of Year data submission functionality.	

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Project Manager to Sponsor

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Internal schedule milestones have been adjusted by approximately more than 10%. Overall schedule is not impacted. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Milestones			X	Fall 2 delay increased this variance this month. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Deliverables			X	Continue focus to complete open deliverables and obtain stakeholder approvals.
Resources	X			
Onetime Cost	X			
Continuing Cost	X			

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Project Manager to Sponsor

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92
Department: CDE
Reporting Period: *From:*   12/1/09   *To:*   12/31/09

Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Project Start-up	6/12/08		Completed	Actual project start delayed 15 days and deliverable final approvals required additional time to obtain. No impact to implementation date.	11/7/08
Systems Analysis and Confirmation (Gap Analysis)	3/6/08		Completed	Stakeholder review and confirmation required additional time. No impact to implementation date.	8/29/08
Systems Design	7/1/08	11/30/09	In progress	Stage 1 and Stage 2 functional design are complete except for one functional area. Due to prior discussions and decision to implement a two phased approach for the Test Assessment interface, the Phase I approach will be designed and implemented until funding becomes available to implement the Phase II assessment vendor interface. No impact to implementation date.	

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Sponsor to Executive Committee

Data Conversion Software Development	10/24/08	9/30/09	Fall 1 data conversion complete.	Schedule aligns with Fall 1 implementation. Latest adjustment requires data conversion to occur by October 2, 2009	
Systems Development	7/1/08	4/15/10	In progress	Development schedule will align with Implementation stages 1 and 2. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	
Systems and Integration Testing	4/8/09	5/1/10	In progress	SIT precedes UAT for each functional implementation stage, Fall 1, Fall 2, Spring 1, and EOY. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	
User Acceptance Testing (UAT)	7/31/09	6/1/10	In progress	UAT precedes each functional implementation stage, Fall 1, Fall 2, Spring 1, and EOY. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedule. No impact to implementation date.	

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92
Department: CDE
Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Sponsor to Executive Committee

Pilot and implementation	6/15/10	6/15/10	In progress	System functional components will be delivered throughout Stage 1 and Stage 2 implementation phases. During design, the CDE established the End of Year data submission schedule which extends past the current contract end date. A contract amendment will be developed to reflect a revised contract end date to support the completion and implementation of the Stage 2 End of Year data submission functionality.

Vital Signs Scorecard

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".
*   Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Internal schedule milestones have been adjusted by approximately more than 10%. Overall schedule is not impacted. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules

CA-PMM

Project Name: CALPADS

OCIO Project #: 6110-92
Department: CDE
Reporting Period: *From:* 12/1/09 *To:* 12/31/09

Sponsor to Executive Committee

Milestones				X	Fall 2 delay increased this variance this month. Contract amendment will be developed to reflect internal adjustments in milestone approach and schedules
Deliverables				X	Continue focus to complete open deliverables and obtain stakeholder approvals.
Resources	X				
One Time Cost	X				
Continuing Cost	X				

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0		
	Medium Degree of Buy-In	1	1 Yellow	
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0		
	Medium Viability	1	0 Green	
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0		
	5% to 10%	1	1 Yellow	
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0		
	5% to 10%	1	0 Green	
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0		
	4 to 6	1	0 Green	
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0		
	Late with no impact	1	0 Green	

Project Name: CALPADS

OCIO Project #: 6110-92

Department: CDE

Reporting Period: _From:_ 12/1/09 _To:_ 12/31/09

Sponsor to Executive Committee

	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	**0** Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	**0** Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	**0** Green	
	Medium	1		
	Weak	2		
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	**0** Green	
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	**2** Red	
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	**2** Red	
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	**0** Green	
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	**0** Green	
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	**1** Yellow	
	Moderately Effective	1		
	Ineffective	2		
		Total	**7** G	

Green = 0 - 8
Yellow = 9 - 19

Project Name: CALPADS

OCIO Project #: 6110-92
Department: CDE
Reporting Period: *From:*   12/1/09   *To:*   12/31/09

Sponsor to Executive Committee

Red = 20+

Vendor Viability Rating Rationale
Company size, team size, senior management commitment, staff experience level, and depth of resources available to the project.